**Immanuel Lutheran Church**

**Endowment Foundation, Inc.**

**2017 Grant Application Guidelines**

The Immanuel Lutheran Church Endowment Foundation, Inc. was established in 1993 with the generous legacy of Ida A. Theis. The objective of its founders was to create an entity through which they, and others, could contribute toward the future enrichment and benefit of charitable, educational, and religious needs of Immanuel Lutheran Church’s Disciples.

Annual financial awards are granted by the Foundation to individuals and committees for charitable, educational, and religious purposes.

**GRANT POLICIES**

**Eligibility:** Grant applications may be submitted by individuals or committees serving Immanuel Lutheran Church requiring financial support for charitable, educational, or religious projects or services that advance and enrich the common welfare of Immanuel.

**Activities Not Funded:** No grant will be issued to meet the operating budget of Immanuel.

**Retention of Records:** The Immanuel Lutheran Church Foundation, Inc., will retain for its recordkeeping, all granted and denied award applications and attending documentation.

**Preparing Applications:** New applications must be submitted each year. Grant applications will be available for pick-up at the Immanuel Lutheran Church office and for download at <http://immanuelmh.org/contact/>

**Application Deadlines:** Awards will be granted annually. In no case does funding in one year assure funding in the next.

October 1-15 Award application availability and information will be published in

parish bulletins and announced at church services.

October 30 Applications due at church office.

November Applications reviewed by Foundation Board of Directors and award

decisions completed.

December 1 Award recipients notified.

December 15 Funds dispersed.

**Final Report**

A final report from the awardees will be expected upon completion of the project or within the calendar year following the grant’s receipt. Granted funding (total amount of any portion thereof) that has not been expended for the specified purpose MUST be returned with the applicant’s year-end report.

**Immanuel Lutheran Church**

**Endowment Foundation, Inc.**

**Grant Application**

The Endowment Foundation, Incorporated of the Immanuel Lutheran Church, Mount Horeb, Wisconsin annually awards grants to those applicants who demonstrate the most effective use of the grant money through the written application process. Completed applications are due in the Immanuel Lutheran Church office by October 30; awards are dispersed on December 15.

**1. Application Summary**

 Organization Name:

 Address:

 Phone #:

 Contact Person:

 Contact Person’s Title:

 Contact Person’s Phone #:

 Contact Person’s email:

**2. Project Summary** (Project must occur within the calendar year following the funding request)

 Project Title:

 Start Date: End Date:

**3. Grant Amount Requested ­­­­­­­­­­­­­­$­­­­­­­­­­­­­­­**

**4. Project or Activity**

A. Describe the project including specific activities that will occur, whom it will serve,

 where and when it will occur, and who will be responsible for administering it.

 B. What is the desired outcome of this project or activity?

C. With what organization(s) or individuals was this project planned? How will

 they continue to be involved?

 D. How will the Immanuel Foundation’s funds be used? (be specific)

 E. How will this project or activity benefit the church, organization, and/or community?

**5. The applicant hereby assures that:**

 A. The activities and/or services for which grant assistance is sought will be administered

 by or under the supervision of the applicant.

 B. Funds received as a result of this application will be expended solely on the project or

 activity represented by this document.

Applicant Signature: ­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print or type name:

Date of Application: